

13 December 1978

Classification Review Procedure

CRP 78-2/OSS

PROCEDURES IN HANDLING OSS MATERIAL

1. Ordering Material:

STATINTL

Place orders for OSS material only with [REDACTED] telephone number = [REDACTED]. Order the number of feet of records you want, not by Job or Box Number. [REDACTED] is responsible for scheduling the material for review.

STATINTL

2. Use of the Withdrawal Notice:

When a document is exempted from declassification it will be pulled from its folder or box. It will be replaced by a pre-numbered Withdrawal Notice. On the Withdrawal Notice fill in the Job No., Box No., and the Folder No. from the document. There is no need to fill in the "Date" item on the Withdrawal Notice. The pulled document must be stamped with the classification review stamp. The number from the pre-printed Withdrawal Notice is to be written on the document in the space provided on the stamp for "Document No." (For complete instruction on how to fill in stamp see CRP 78-1/OSS, para (4)(D).)

After stamping exempted documents and completing a form 4023A on each, place them numerically in a records center box. When the box is filled, send it [REDACTED] addressed as follows:

Attn: [REDACTED]
REF: Job No. 79-00332A

STATINTL

3. Handling Bulky Documents:

It is requested that bulky and hard-to-handle documents, attachments, enclosures or materials be placed in an envelope with the document number noted in the upper right hand corner of the envelope, before placing them in the records box.

[REDACTED]
Chief, Classification Review Group

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